



# OFFICE TECHNICIAN (TYPING)

## Employment Opportunity

*The Board of Prison Terms is an Equal Employment Opportunity Employer*

### JOB LOCATIONS

Positions are located in Decentralized Revocation Units (DRUs) located in the following areas: San Quentin State Prison (Marin), Alameda County Jail (Santa Rita/Dublin), Deuel Vocational Institution (San Joaquin), Central California Women's Facility (Madera), Valley State Prison for Women (Madera), High Desert State Prison (Lassen), Rio Cosumnes Correctional Center (Sacramento), Pitchess (Los Angeles), Los Angeles County Jail (Main), California Institution for Men (Riverside), California Institution for Women (Riverside), North Kern State Prison (Kern), Wasco State Prison (Kern) and RJ Donovan Correctional Facility (San Diego)

### POSITION STATEMENT (Permanent Full-Time Position)

Under the general direction of the Office Services Manager I, the Office Technician is responsible for performing various duties associated with all components of the parole revocation process including attorney consults, return to custody assessments, probable cause and revocation hearings conducted at Decentralized Revocation Units and other hearing site locations.

Responsibilities include: 1) Independently processing, planning and developing the hearing schedules for the entire revoked parolee population brought before the Board. Responsible for timely receipt, classification, duplication and tracking of revocation packets to ensure the Board meets its court mandated timeframes. 2) Responsible for identifying and processing documentation of Americans with Disabilities Act notices. 3) Responsible for scheduling and coordinating hearing calendars to provide attorneys and interpreters (if appropriate). 4) Prepares and issues subpoenas to witnesses to ensure their appearance at revocation hearings. Prepare hearing notifications to attorneys, parolees and custody staff regarding, date and time of various hearings. 5) Reviews and analyzes cases to ensure accuracy and completeness of data. Develops and produces a variety of computer listings. Researches database to respond to inquiries from law enforcement officials, attorneys or the contract legal service provider, the public, parolees, friends and/or families of the parolee. (6) Performs general clerical work such as filing, copying and confidential shred. May also act as messenger for delivery and pickup of materials requiring immediate transport. 7) Attends training and meetings.

Ability to work within correctional institutions. Some travel may be required.

### SALARY

\$ 2510.00 - \$ 3050.00

### DESIRABLE QUALIFICATIONS

- Ability to address a variety of challenges in a fast-paced and changing environment.
- Ability to cultivate effective working relationships with others.
- Developed oral and written communication and interpersonal skills.
- Knowledge of Microsoft Word, Excel, Power Point, Oracle and Access.
- Experience demonstrating creativity, flexibility, and sound judgment.
- Awareness of the organization, mission and values of the Board of Prison Terms.
- May need ability to lift and move heavy boxes and other materials up to 50 pounds.

### ADDITIONAL INFORMATION

The State Application (Form 678) can be downloaded from the State Personnel Board's website: [www.spb.ca.gov](http://www.spb.ca.gov) or the California Youth Authority's website: [www.cya.ca.gov](http://www.cya.ca.gov)

For questions specific to the position and/or duties, contact Sandra Maciel, Chief of Decision Processing and Scheduling Unit, Board of Prison Terms at (916) 324-1931

### SEND APPLICATION TO:

**Board of Prison Terms  
1515 K Street, Suite 600  
Sacramento, CA 95814**

**Attention: Sandra Maciel – DRU Application**

All interested eligible persons are encouraged to apply. Applicants must have transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application. Please identify the job location(s) where you wish to be considered for employment. Applicants are required to submit a State Application (Form 678) by the filing date of September 24, 2004. These positions are pending Department of Personnel Administration approval.

## FINAL FILING DATE September 24, 2004

**THE BOARD OF PRISON TERMS IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION OR SEXUAL ORIENTATION.**